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# NEW MEMBER ORIENTATION

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Welcome to the Florida House!

Monday, November 9, 2020  
10 a.m.



# SALARY

- Member's annual salary is \$29,697
- Members and employees are paid on the last working day of the month via direct deposit
- Member is enrolled in Florida Retirement System in Elected Officer Class – contribute 3% of salary pre-tax



# BENEFITS

- Health – Premiums are \$50.00 individual cov./\$180.00 family cov. (choice of PPO or HMO where you work or reside)
- Dental, Life & Disability insurance – House pays 100% premium
- Cafeteria plan of supplemental insurance options (vision, cancer)
- If want coverage effective December 1<sup>st</sup>, then you must have benefit forms completed no later than November 30<sup>th</sup> – there will be a double deduction on your salary warrant for Dec.; otherwise, payroll cycle is November 17<sup>th</sup> for completion of paperwork
- Insurance cov. begins the 1<sup>st</sup> day of mo. following receipt of emp. forms



# CAPITOL OFFICE

One office in the Capitol

Speaker's Office	House IT	House Admin.	Sergeant
Office location	Computer Other IT equipment Telephone	Flags TVs Florida Statutes	ID Badge with Capitol Police Parking



# MEMBERS' DINING HALL

- Room 325, the Capitol
- Administered by Sergeant's Office – sets the contribution amount
- Strictly voluntary but ONLY for members who have contributed
- Required contribution to the House Members' Service Fund in House Admin.
- Pay by personal check or deduction from first session subsistence payment
- Continental breakfast and lunch during interim committee meeting weeks and session



# ADMINISTRATIVE POLICIES - HIGHLIGHTS

- Administrative Policies govern the use of House resources (House employees and House property)
- APM will be distributed shortly
- Campaign Activities – keep House resources (staff/equipment) separate from partisan or other campaign activity
- No Employment of Relatives
- Mass Communications
- Use of State Equipment & Resources for legislative purposes only
- Staff Conduct
  - Compensatory Time
  - Reporting Arrests/Convictions
  - Outside Employment



# OFFICE OF LEGISLATIVE SERVICES (OLS)

- Joint support office that assists with Human Resources and Finance & Accounting for both the House and the Senate and other joint entities
- OLS HR maintains official personnel files and the online self-service personnel system, MyHR.
- OLS HR can answer specific questions regarding your benefits
- OLS F&A – your assigned accountant will help review your IDA reports for your district office



# ONBOARDING

- MyHR is the online, self-service personnel system of record
- Recently implemented a NeoGov Onboarding Portal to MyHR which allows for the completion of employment paperwork electronically
- MyHR Profile will not be complete until you complete the employment forms in the NeoGov Onboarding Portal
- Once MyHR Profile is complete, then you can begin enrolling in benefits